TOWN OF NEWBURY

Human Resources Board

Subject: Minutes of Subcommittee Meeting held on Monday, June 21, 2021

Present: Diane Doyle, Mark Gleckman, John Ferrara, Anthony Antico

Town Employees: Martha Taylor (via zoom)

Excused: None

Convened: 10:03 am

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 10:03 am. Meeting notice requirements were communicated and complied with. A quorum was present.

2. **Minutes of Prior Meeting:** None

3. Director of Planning, Martha Taylor, presented the Job Description for the Inspectional Services Administrative Assistant. By way of background the position has expanded and changed to include responsibilities for the Zoning Board of Appeals.

   The Classification Subcommittee conducted the 10-point factor rating for the position. The Classification rating for the position was determined to be a 15.2. The Inspectional Services Administrative Assistant position was approved as revised.

4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.

5. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 10.46 am.

   Adjourned: Approximately 10.46 AM  
   Scribe: Diane M. Doyle